

AUG 04 1992

**PHILIP MORRIS USA**

**INTER-OFFICE CORRESPONDENCE**

120 PARK AVENUE, NEWYORK, NY 10017-5592

**TO:** DISTRIBUTION

**DATE:** August 3, 1992

**FROM:** Ellen Merlo

**SUBJECT:** PM USA Recognition Awards

Is there anyone in any of your groups that you think should receive a Recognition Award? They are available to salaried employees through Grade 11, with an award level of \$100 - \$500, and the criteria is for efforts and results that are above normal expectations.

They should be based on risk taking, participation in a task force, developing or implementing cost savings, or completing a special project or assignment with extensive personal commitment beyond normal business expectations.

I would like to review any recommendations you would like to make within the next ten days so that submissions can be made. If you have someone, Karen can get you a form. These are not to be given out indiscriminately and must be substantiated. There is a limited budget, so final decisions will be made by Senior Management.

EM:km

**DISTRIBUTION:**

- I. Broeman
- D. Kriz
- M. Meurer
- E. Moore
- J. Spector
- R. Stürken

4/4/92  
CJ  
DOS / JMW / P.K.  
DIANE / JMW / P.K.  
AN's RECOMMENDATIONS  


2060373799A